

RPA # 14-ABC0001

Position Classification : XXClassificationXX

Position Location : Area 00/LOCATION

Who will conduct the interview? At least two (2) panel members are required. If it is not possible to have two interviewers, contact Human Resources for assistance. In selecting panel members, consideration should be given to gender, disabled, ethnicity, etc., in order to develop a well-balanced panel.

Interview Chairperson -
Interviewer -
Interviewer -

1. Where will the interviews be held? (Location shall offer a quiet, comfortable, yet professional environment)

[Enter Physical Address]

2. What information will be given to each applicant?

- Essential Functions Duty Statement
- Form 121, Authorization for Release of Personnel/Attendance Records (if state employee)

3. For SPB Auditing purposes, please provide Human Resources, Recruitment Unit, with your Application Screening Criteria, Interview Questions, and Rating Criteria PRIOR to conducting interviews.

4. Will you consider "late applications" for this recruitment?

(If yes, all approved applications received after the final filing date must be considered, up until the date you schedule interviews. If no, any applications postmarked after the final filing date will be ineligible for consideration.)

5. How will the interview be opened? What will be done to insure a relaxed, friendly atmosphere?

Each candidate will be greeted by the Interview Chairperson and introduced to the Interviewer(s). Seating will be at a table, interviewers on one side, candidate on the other.

6. How will the interview be closed?

Each candidate will be advised of the confidentiality of the interview, thanked for participating in the interview process, and advised that it will be approximately one week before notification of the hiring results.

7. Selection Notification.

The hiring manager will notify Recruitment Unit of his/her selection to obtain approval to make contingent/formal job offer.

Application Screening Criteria

Using the candidate's application and/or resume, review the candidate's experience pertaining to each of the factors listed below and assign a rating using the rating scale below each factor.

FACTOR	RATING	CANDIDATE RATING
Component level repair of microprocessor-based VHF, UHF or 800MHz communications equipment within the last 5 years	1	
Experience with various complex communications test equipment used in two-way radio repair including a service monitor within the last 5 years.	1	
Experience with computers in programming and alignment of various VHF, UHF, and 800MHz communications equipment within the last 5 years.	1	
TOTAL*	3	

Candidate must have a total of 2 points or more to be eligible for consideration for this position. If there are few applicants, all viable candidates will be interviewed.

Interview Questions

[insert interview questions here]

Panelist Rating Sheet

<u>Critical Factors/Comments</u>	<u>Rating</u>	<u>Candidate Rating</u>
TOTAL		

Rating Scale:

0 = None
1 to 4 = Below Average
5 = Average
6 to 9 = Above Average
10 = Extensive

Outcome of interview:

APPOINTMENT SELECTION FORM

Instructions:

The Hiring Supervisor/Manager is responsible for completing this form and attaching the requested documents. Please forward the form and documents to the Recruitment Unit for appointment processing. This form and attachments serve as documentation of the hiring process used to fill the subject vacancy and will be kept on file for three years in compliance with State employment retention requirements.

INTERVIEW INFORMATION

RPA Number		Division and Branch		Class Title	
*Date of Interview	*Time of Interview	Candidate's First and Last Name	Rank in Interview		

***Note:** If a candidate Does Not Appear (DNA) for interview, indicate DNA in the "Date of Interview" and "Time of Interview" columns.

REASON CANDIDATE WAS SELECTED OVER OTHER COMPETITORS

Consider responses to interview questions, reference and background checks, and OPF review notes. Identify any experience, skill sets, or soft skills that make this candidate the best job-person match and make this person the best qualified.

THE APPOINTMENT SELECTION PACKAGE MUST INCLUDE THE FOLLOWING DOCUMENTS:

(1) Appointment Selection Form; (2) Application Screening Criteria; (3) All Candidate Applications; (4) Interview Questions; (5) Interview Rating Criteria

RETENTION SCHEDULE

The hiring manager/supervisor is responsible for providing this form and required documents to Human Resources, Recruitment Unit. Hiring documentation will be retained for three years in compliance with State employment retention requirements.

HIRING SUPERVISOR

FIRST AND LAST NAME (Please Print):	SIGNATURE:	DATE:
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BRANCH CHIEF (or designee)

FIRST AND LAST NAME (Please Print):	SIGNATURE:	DATE:
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DEPUTY DIRECTOR (or designee)

FIRST AND LAST NAME (Please Print):	SIGNATURE:	DATE:
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